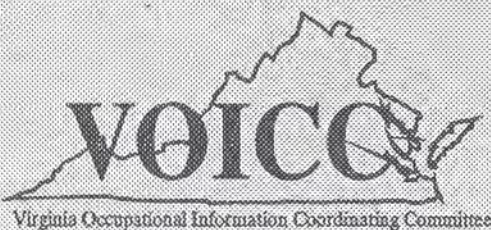


The page is framed by a decorative border of pencils. At the top, a row of six pencils points to the right. Along the left and right sides, a vertical column of pencils points downwards. At the bottom, a row of six pencils points to the left.

The Sample Job Application

Employers use job applications to screen for qualified persons to interview for their job openings. If your job application does not make a favorable impression, you may never even get an interview with an employer. Make your application neat and complete. Use a typewriter to fill out job applications whenever possible. If you cannot type your applications, be sure to print neatly using black or dark blue ink. It is a good idea to use correction fluid to "white out" mistakes. Complete all spaces and be accurate. Write "NA" for not applicable if you do not think a question applies to you. Have former supervisors' names and titles, their addresses including zip codes, and current telephone numbers. Be sure the people you give as references know you are using their names and will speak about you positively. Even though space on most applications is limited, avoid all but the most common abbreviations—you want to be sure the potential employer will understand them. Spell correctly and use proper English. Writing skills are valued by employers. Misspellings and grammatically incorrect sentences give a poor impression of your abilities. Use action verbs to describe your experiences. Begin sentences with verbs, not with "I." On the next page is a sample blank job application. You can use it to complete most job applications. You can fill it out and take it with you to refer to when you complete the application for the job you want.

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